

Department of Commerce
Documents to be provided by Client (PBC)
Submitted on October 9, 2002 for NOAA/BIS

	Documents to be provided	Date Requested	Date Received	Contact Person	Bureau(s)
34.	Electronic data files from FIMA along with reconciliation of data files to the general ledger: <ul style="list-style-type: none"> ■ Listing of cash collections from July 1, 2002 through September 30, 2002 ■ Listing of cash disbursements from July 1, 2002 through September 30, 2002 ■ Detail listing of accounts receivable as of September 30, 2002 ■ Detail listing of undelivered orders as of September 30, 2002 ■ Detail listing of accounts payable as of September 30, 2002 (include the FIMA trial balance as of 9/30/02)	10/21/02	10/21/02	Ted Wolfgang	NOAA, BIS
35.	Electronic data file of reimbursable activity by task number from July 1, 2002 through September 30, 2002.	10/14/02	Access	Mark St. Clair	NOAA, BIS
36.	Electronic data files for the month of October from CAMS (?) along with reconciliation of data files to the general ledger: <ul style="list-style-type: none"> ■ Listing of cash collections ■ Listing of cash disbursements 	11/05/02	11/15/02	Ted Wolfgang	NOAA, BIS
37.	Electronic data files for November 1 through November 15 from CAMS (?): <ul style="list-style-type: none"> ■ Listing of cash collections ■ Listing of cash disbursements 	12/03/02	11/27/02	Ted Wolfgang	NOAA, BIS
38.	SF 2108 Year-end closing statement for fiscal year ended 9/30/02.	11/12/02	11/08/02	Danny O'Berry	NOAA, BIS
39.	Receipt Account Trial Balance (TFS 6655) for fiscal year ended 9/30/02.	11/12/02	11/07/02	Danny O'Berry	NOAA, BIS
40.	2002 Reconciliations of the Monthly Report of Validated cash Transaction to SF 224 should be available for our review upon request.	11/12/02	Access	Nancy Eadie	NOAA, BIS
41.	2002 Cumulative Cash Reconciliations should be available for our review upon request.	11/12/02	Access	Nancy Eadie	NOAA, BIS
42.	Listing of receipts considered undeposited receipts as of fiscal year ended 9/30/02.	11/06/02	10/28/02	Nancy Eadie	NOAA, BIS
43.	Weekly Aging Report of Schedule Difference by location for OPAC/IPAC In-transit items as of fiscal year ended 9/30/02.	11/06/02	11/12/02	Nancy Eadie	NOAA, BIS

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44.	Access to the detail listing of the foreign currency receipts and disbursements for the entire fiscal year ended 9/30/02 (if applicable).	11/06/02	Access	Maria Eisel	NOAA, BIS
45.	<i>Statement of Transactions</i> (SF 224) for each agency location code (ALC) for September, plus the 2 months subsequent to the fiscal year end.	Sept: 10/28/02 Oct: 11/11/02 Nov: 12/10/02	10/28/02 11/12/02 12/10/02	Nancy Eadie	NOAA, BIS
46.	<i>Statement of Difference</i> (TFS 6652) for September, plus the 2 months subsequent to the fiscal year end, along with reconciliation of the general ledger amounts to report amounts. The supporting documentation for reconciling items shown on the SF 224 reports should be available for our review upon request.	Sept: 10/28/02 Oct: 11/19/02 Nov: 12/19/02	10/28/02 11/18/02	Nancy Eadie	NOAA, BIS
47.	Undisbursed Appropriation Account Trial Balance (TFS 6654) for fiscal year ended September 30, 2002.	11/12/02	10/28/02 Yearend:	Nancy Eadie	NOAA, BIS
48.	Public Law documents for FY 2002 subsequent to interim (i.e. rescissions or other changes to the appropriation) for BIS, NOAA ORF, and NOAA PAC appropriations.	11/12/02	10/21/02	Lan Bui	NOAA, BIS
49.	Access to Financial Operating Plans (FOPs) for fiscal year 2002. [We will contact Lan Bui on 10/21/02 to work out a time and day to visit with someone from the Budget Execution Division.]	10/21/02	Access	Lan Bui	NOAA
50.	September 30, 2002 SF-132s for all appropriation codes.	11/12/02	11/14/02	Lan Bui	NOAA, BIS
51.	September 30, 2002 SF-133s for all appropriation codes.	11/12/02	11/08/02	Danny O'Berry	NOAA, BIS
52.	Funds Control Document as of September 30, 2002.	11/18/02	11/25/02	Lan Bui	NOAA
53.	Aging analysis that indicates amounts outstanding 30, 60, 90, and over 90 days. Also, method of calculation supporting the "Allowance for Doubtful Accounts" by fund.	11/15/02	11/07/02	Danny O'Berry	NOAA, BIS
54.	Treasury Report on Receivables and the related certification.	11/15/02	11/14/02	Mark St. Clair	NOAA, BIS
55.	Detail listing of Civil Monetary Penalties accounts receivable balance from FIMA as of September 30, 2002, including aging analysis and support for "Allowance for Uncollectible Account Receivable" as of September 30, 2002.	10/30/02	11/12/02	Mark St. Clair & Michele Kuruc	NOAA, BIS
56.	Documentation of any new procedures with regard to Civil Monetary Penalties implemented after 9/30/02.	10/30/02	10/31/02	Mark St. Clair & Michele Kuruc	NOAA, BIS

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57.	A list of cases sent to the Dept. of Justice for civil penalty action, consultation for civil collection action, or civil forfeiture action as of 9/30/02.	10/30/02	10/31/02	Michele Kuruc	NOAA, BIS
58.	Support for amount of seized and forfeited property during 2002.	10/30/02	10/31/02	Michele Kuruc	NOAA, BIS
59.	Detail listing of CMP cases assessed or settled during October and November 2002.	Oct: 11/02/02 Nov: 12/03/02	Oct: 11/05/02 Nov: 12/03/02	Mark St. Clair	NOAA, BIS
60.	EMIS report of only legally enforceable cases as of 9/30/02.	10/30/02	10/31/02	Mark St. Clair & Michele Kuruc	NOAA, BIS
61.	A detail list of grant awards expired in FY02—including expiration date, start date (if possible), award number, grant recipient name, and federal dollar amount. This list should be in ascending order by expiration date, group award numbers by line office, and show total number and amount of awards.	10/29/02	10/21/02	Patricia Rauch	NOAA
62.	A detail listing of grants awarded that are closed in FY02.	10/29/02	10/22/02	Patricia Rauch	NOAA
63.	A list of names that are authorized in signing CD-435's for grants.	10/29/02	10/28/02	Patricia Rauch	NOAA
64.	A detail list of dates when FADS/ASAP was down for the year, if applicable.	10/29/02	10/21/02	Lillian Barnes	NOAA
65.	A list of legal counsel attorneys who are authorized to provide legal clearance of NOAA awards.	10/29/02	10/21/02	Patricia Rauch	NOAA
66.	Drawdown disbursements confirmed by Treasury from 9/26/02 to 9/30/02 (the last 5 calendar days of FY 2002).	10/29/02	Reviewing new method	Maria Eisel	NOAA
67.	Drawdown disbursement confirmed by Treasury from 10/1/00 to 9/26/02-made available.	10/29/02	Reviewing new method	Maria Eisel	NOAA
68.	Estimate of grant expenses not included in the drawdowns (where expenses incurred by the grantee exceeds the amount that was drawn down at year-end).	10/29/02	10/29/02	Patricia Rauch	NOAA
69.	Detail listings (via hard copy) of: a. Advances (other than grants) b. Travel advances	10/29/02 10/29/02	11/12/02 11/12/02	Nancy Eadie	NOAA
70.	Detail listing of prepayments.	11/06/02	11/20/02	Nancy Gates	NOAA
71.	A detail list of all grantees subject to A-133 compliance.	10/29/02	10/21/02	Patricia Rauch	NOAA

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72.	Detail listing of direct loans (from the subsidiary ledger) for the following loan programs: <ul style="list-style-type: none"> Coastal Zone Management Fund (Fund P) Fishing Vessel Obligation Guarantee (FVOG) liquidating account (Fund N) Fisheries Financing Account (Fund E) 	P: 10/29/02 N: 10/29/02 E: 10/29/02	P: 11/05/02 N: 11/05/02 E: 11/05/02	Mark St. Clair	NOAA
73.	Calculations supporting the “Allowance for Doubtful Loans” for Coastal Zone Management Fund (Fund P) and Summary of Loans Loss Provisions.	10/30/02	11/05/02	Mark St. Clair	NOAA
74.	Fishing Vessel Obligation Guarantee (FVOG) liquidating account (FUND N) - N Fund Collectibility Estimates.	10/30/02	10/28/02	Dave Moyer	NOAA
75.	Calculations supporting the “Allowance for Doubtful Loans” for Fisheries Financing Account (Fund E)-if applicable.	10/30/02	N/A	Dave Moyer	NOAA
76.	Appraisal of Port Arthur properties as of fiscal year ended 9/30/02.	10/30/02	11/12/02	Barbara Macneill	NOAA
77.	The OGFIS 180 day report (that shows the interest receivable up to 180 days).	10/30/02	11/05/02	Mark St. Clair	NOAA
78.	A summary report for Federal Ship Financing Fund contingent liability as of 9/30/02	10/30/02	11/05/02	Mark St. Clair	NOAA
79.	List of Zuanich loan disbursement as of 9/30/02	10/30/02	11/05/02	Dave Moyer & Mark St. Clair	NOAA
80.	Schedule that details the average contingent liabilities for loan losses in the liquidating account since 1981, the annual defaults (demand paid), annual collections (from collateral)	10/30/02	11/13/02	Dave Moyer	NOAA
81.	List of Fisheries Finance Program – Cash Inflows and Outflows calculated through FY 02.	10/30/02	11/13/02	Dave Moyer	NOAA
82.	Subsidy re-estimates for each cohort calculated by NMFS.	10/30/02	11/07/02	Danny O’Berry	NOAA
83.	Credit reform interest rates.	10/30/02	10/29/02	Danny O’Berry	NOAA
84.	Summary of SF 1081 financing interest income	10/30/02	10/29/02	Danny O’Berry	NOAA
85.	Guaranteed loan program interest income and expense computations by cohort.	10/30/02	10/29/02	Danny O’Berry	NOAA
86.	Summary of FY 02 subsidy re-estimate adjustments	10/30/02	Access	Danny O’Berry	NOAA
87.	Listing of Fisheries Financing Program loans approved and closed in FY 02.	10/30/02	11/13/02	Dave Moyer	NOAA

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88.	A detail listing of foreclosed properties related to liquidating account and FVOG (if applicable) as of 9/30/02.	10/30/02	10/28/02	Dave Moyer	NOAA
89.	Detail listing of all notes receivable.	10/30/02	11/05/02	Mark St. Clair	NOAA
90.	Calculation of realized gain on the sale of collateral for fiscal year ended 9/30/02.	10/30/02	10/29/02	Nancy Gates & Danny O'Berry	NOAA
91.	Listing of all inventories (including location(s), plus the name of a contact person and phone number of each contact person). Note: Michael Loritz, KPMG, should have contacted some at NLSC and NRC.	09/30/02	9/24/02	Nancy Gates	NOAA
92.	Annual inventory valuation schedule for: a) NLSC operating materials and supplies b) NRC operating materials and supplies	11/06/02	10/30/02	Nancy Gates	NOAA
93.	Capital lease financial data worksheet.	10/21/02	10/24/02	Gina Ziegenbein	NOAA
94.	A report of future minimum lease payments for capital leases.	10/21/02	10/24/02	Gina Ziegenbein	NOAA
95.	For real property acquisition costs, a summary roll forward of all real property by category (e.g. Structures, Facilities, Leasehold Improvements, Capital Leases, and Land) from fiscal year 2001 ending balance to fiscal year 2002 ending balance from Federal Real Property Management System/RSMIS. It should reflect the following columns: beginning balances, additions, deletions/retirements, other adjustments, and ending balances.	10/21/02	10/24/02	Gina Ziegenbein	NOAA
96.	For real property accumulated depreciation, a summary roll forward of all real property by category (e.g. Structures, Facilities, Leasehold Improvements, Capital Leases, and Land) from fiscal year 2001 ending balance to fiscal year 2002 ending balance from Federal Real Property Management System/RSMIS. It should reflect the following columns: beginning balances, additions, deletions/retirements, other adjustments, and ending balances.	10/21/02	10/24/02	Gina Ziegenbein	NOAA

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97.	To accompany the real property summary roll forwards, a detail listing from the Federal Real Property Management System/RSMIS of the units that make up the amounts reflected in the costs and depreciation roll forwards.	10/21/02	10/24/02 Capital leases:	Gina Ziegenbein / Don Still for leases	NOAA
98.	For personal property acquisition costs, a roll forward of all personal property by category (e.g. Satellites, NEXRAD, AWIPS, ASOS, AFOS, CRS, Satellites-Ground Systems, Ships/Launches, Aircraft, Capital Leases, Other Non-Weather Property) from fiscal year 2001 ending balance to fiscal year 2002 ending balance from the Sunflower system. It should reflect the following columns: beginning balances, additions, deletions/retirements, other adjustments, and ending balances.	10/21/02	11/12/02	Brian Mason	NOAA
99.	For personal property accumulated depreciation, a roll forward of all personal property by category (e.g. Satellites, NEXRAD, AWIPS, ASOS, AFOS, CRS, Satellites-Ground Systems, Ships/Launches, Aircraft, Capital Leases, Other Non-Weather Property) from fiscal year 2001 ending balance to fiscal year 2002 ending balance from the Sunflower system. It should reflect the following columns: beginning balances, additions, deletions/retirements, other adjustments, and ending balances.	10/21/02	11/12/02	Brian Mason	NOAA
100.	To accompany the personal property summary roll forwards, a detail listing from the Sunflower system of the detail that make up the amounts reflected in the costs and depreciation roll forwards.	10/21/02	10/28/02 PPL-	Brian Mason	NOAA
101.	All detail reports for personal property operating lease items.	10/21/02		Don Still	NOAA
102.	Detail listing of personal and Real Property operating, capital, and GSA leases, including type of property, terms, support for lease classification, future minimum lease payments schedule for fiscal year 2002 through fiscal year 2006, and the sum of the future minimum payments for fiscal year 2007 and thereafter, and access to lease agreements (Note 1: for all leases > \$200k & > 1 yr. And a separate listing of leases > \$25k as of September 30, 2002.	10/21/02	RPL-10/24/02 PPL-	Roy Eckert & Gina Ziegenbien Don Still	NOAA
103.	Detail listing (acquisition cost, accumulated depreciation, and net book value) of unsupported items for personal properties as of September 30, 2002.	10/21/02	10/28/02	Carolyn DeMatteo	NOAA
104.	Detail listing of NOAA properties held by contractors.	10/21/02	10/28/02	Carolyn DeMatteo	NOAA

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105.	For CWIP, NOAA CWIP Project List (which lists the task manager responsible for each task/project) as of 9/30/02.	11/04/02	11/12/02	Daniel Bess	NOAA
106.	From CWIP, CWIP tasks status report as of 9/30/02 (NBR: FRFO15C Report).	11/04/02	10/21/02	Ted Wolfgang	NOAA
107.	Task manager reconciliation reports for all CWIP projects.	11/11/02	11/04/02	Nick Bayer	NOAA
108.	For AWIPS, PRC Contract – Development & Deployment Phase Funding for AWIPS (if there are new items since 9/30/01.)	10/30/02	11/15/02	Lee Stang	NOAA
109.	Detail listing of leases where NOAA is the lessor.	10/30/02	10/30/02	Nancy Gates	NOAA
110.	Listing of all long-term commitments in effect at September 30, 2002 (e.g. leases, constructions or other projects, purchase contracts, etc.)	10/30/02	11/04/02	Nancy Gates	NOAA
111.	Any spreadsheets for GSA rent projections for real and personal property leases, and supporting documentation for baseline rent and escalation factor.	10/30/02	RPL-10/24/02 PPL-	Gina Ziegenbien Don Still	NOAA
112.	Detail listing of additions, retirements, and ending balances to real and personal leases for fiscal year 2002	10/30/02	RPL-10/24/02 PPL-	Don Still & Gina Ziegenbien Don Still	NOAA
113.	For contracts: <ul style="list-style-type: none"> ■ Detail listing of all NOAA's active contracts as of 9/30/02. ■ Detail listing of all contracts identified as having contract retainage provisions as of 9/30/02. 	11/04/02 11/04/02	11/12/02 11/12/02	Dick Bennett	NOAA
114.	For contracts: detail listing of contract retainages with total accrued cost that have been withheld as of 9/30/02.	10/29/02	11/12/02	Maria Eisel	NOAA
115.	Detail list of all other liabilities as of 9/30/02.	11/25/02	12/02/02	Nancy Gates	NOAA
116.	Reconciliation of FIMA payroll expenses to include: <ul style="list-style-type: none"> ■ FIMA query of actual and estimated payroll expenses as of September 30, 2002. ■ NFC labor costing detail (Time and Expense Summary Report) from October 1, 2001 through September 30, 2002. 	10/29/02	10/31/02	Barbara Straight	NOAA, BIS
117.	Health benefits actuarial report as of 9/30/02 from Hay Huggins Company, Inc	12/09/02	10/24/02	Nancy Gates	NOAA

	Documents to be provided	Date Requested	Date Received	Contact Person	Bureau(s)
118.	Year-end payroll accrual computation.	11/11/02	11/12/02	Nancy Eadie	NOAA, BIS
119.	Detail listing of pension liabilities and related pension expenses as of September 30,2002.	11/30/02	10/24/02	Nancy Gates	NOAA
120.	NOAA Corps Pension Actuarial Report as of 9/30/02 and NOAA Corps FY 02 Pension Data File (details the social security number, birth date, hire date, sex, and monthly salary/benefit amount for each active duty personnel, retired annuitant, disabled annuitant, & surviving family), both from Hay Huggins Company, Inc.	11/08/02	10/24/02	Nancy Gates	NOAA
121.	Object Class Year-end Summary Report (Object class 1230-1237) for Employer Contributions to Retirement	11/06/02	11/12/02	Nancy Eadie	NOAA
122.	NFC Focus Report used to support accrued annual leave as of September 30, 2002.	11/01/02	11/12/02	Noreen Kesecker	NOAA, BIS
123.	List of all environmental audits performed during FY2002.	10/21/02	10/01/02	Bernie Denno	NOAA
124.	List of all environmental projects at September 30, 2002.	10/21/02	Same as interim	Bernie Denno	NOAA
125.	List of all environmental liabilities as of September 30, 2002.	10/21/02	Same as interim	Bernie Denno	NOAA
126.	“Environmental Liability – Estimated Environmental Costs for Fiscal Year 2002” information packet.	10/21/02		Bernie Denno	NOAA
127.	For environmental group: organization charts for fiscal year 2002.	10/21/02	11/02/02	Bernie Denno	NOAA
128.	Fiscal year 2002 Environmental Compliance Status Reports for all four quarters in Fiscal Year 2002.	10/21/02	11/7/02	Bernie Denno	NOAA
129.	Listing of all fiscal year 2002 assessments performed by NECSAS.	10/21/02	10/01/02	Bernie Denno	
130.	Resume for Bernie Denno, and other specialist computing cost estimates.	10/21/02	11/7/02	Bernie Denno	
131.	FY 2002 payment performance data submitted to DOC, as required by OMB Circular A-125 and the <i>Prompt Payment Act</i> .	11/21/02	10/30/02	Chuck Kilgore	NOAA
132.	Detail of NOAA’s accrual of expenses and liabilities that were disbursed after FY00 year-end but were related to FY 2002.	11/14/02	N/A	Nancy Gates	NOAA
133.	Listing of contingent liabilities (e.g. guarantees or endorsements, incurred but unreported claims, irregularities involving management or employees, unfunded, pension costs, cases transferred to the Department of Justice etc.) as of September 30, 2002.	11/06/02	11/06/02	Nancy Gates	NOAA

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134.	Electronic trial balances (ETB) that will be used to upload Hyperion.	11/15/02	11/22/02	Nancy Gates	NOAA, BIS
135.	Detail listing of prior period adjustments, if applicable.	11/25/02	11/26/02	Nancy Gates	NOAA, BIS
136.	Listing of all events occurring after September 30, 2002 that could have a significant effect on the 2002 financial statement (e.g. extraordinary event, sale or acquisitions of fixed assets, settlement of material claims, etc.). Note: Also, we will request this information for “as of the end of fieldwork” (December 27, 2002) from DOC OFM. DOC OFM will probably ask for an update from NOAA and BIS.	Prelim: 12/10/02		Lois Coleman	NOAA, BIS
137.	Detail listing of investments with supporting documentation.	10/28/02	10/30/02	Danny O’Berry	NOAA
138.	Listing of all petty cash and imprest funds as of September 30, 2002 including amount and location, plus the name and phone number of custodian. The information at the ASC’s should be provided to HQs.	10/21/02	10/28/02	Keith Schellhase & ASCs	NOAA
139.	Listing of all cash on deposit with financial institutions, if any as of September 30, 2002, by institution, including the type of each account, corresponding account numbers and the names of individuals having signatory authority for each account.	10/21/02	11/20/02	Ruth Best	NOAA

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140.	<p>Additional documentation for satellites:</p> <ul style="list-style-type: none"> ■ The most current Presidential budget submissions for the satellite program. ■ The “System Development Obligations” (FMC 605) for FY02. ■ List of SOCC Costs spreadsheets. ■ “Systems History” report for FY 02 ■ A detail of Obligations (the NOAA Quarterly Document Status Report) for all capitalized costs for FY02. ■ Any purchase orders for the current year. ■ Memo from contractor (NASA) documenting the percentage of completion for each satellite program. ■ Crosswalk of undelivered orders amount at 9/30/02. ■ “Report on Construction Work-in-Progress and Capitalization of Satellites” for FY02. ■ Any current NASA operating plan that details the amount of the POES total original listing of Satellite in PMIS as of 9/30/02. ■ Detail listing of satellite costs. 	11/09/02	11/20/02	John Phillips	NOAA

NOTE: If you have any questions related to this PBC listing, please contact Bradley Hickson of NOAA at (302) 413–8591 or Jeff Gordon / Jean Kwak of KPMG at (302) 427-2132.